



# MICARE PEDIATRIC REGISTRATION

## STEPS TO ADD CHILDREN TO ACCOUNTS

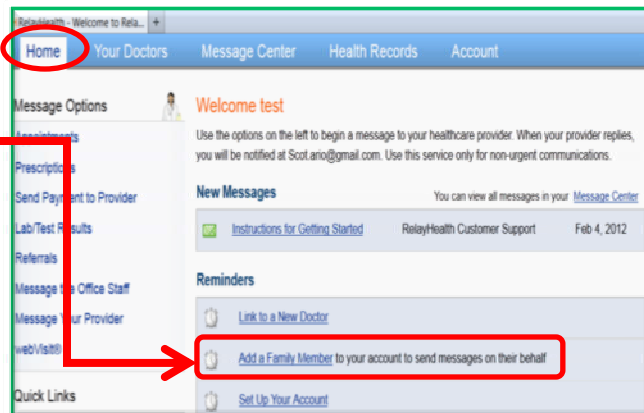
### Introduction

Registering your child to the MiCare secure messaging system is easy! Pediatric patients are registered via a request after the adult/parent has successfully registered. It is required that the Medical Home accept the pediatric patient after the adult/parent has enrolled the child to their MiCare account.

### Step 1: Access the “Add a Family Member” Link

If you are:

- A. Registered Member- Navigate to the **“HOME”** tab and select **“Add a Family Member”** to your account in the *Reminders* section
- B. Completing MiCare registration- Select the **“Take Me to My Home Page”** button. From your MiCare Home Tab select **“Add a Family Member”**



### Step 2: Complete Required Information

- Fill out and complete the required “\*” information and click **“Save”**
- Please note you do not need to complete the “Health Insurance and Guarantor Information.”

1. Add or Remove Patients 2. Link Patients to Doctors 3. Done

ENTER THE PATIENT'S INFORMATION

PERSONAL INFORMATION

First Name \* First Child

Middle Name \*

Last Name \* Patient

Date of Birth \* Jan Day 1 4 Digit Year 2010

Gender \* ☒ Male ☐ Female

CONTACT INFORMATION

Country \* United States

Address 12345 Your Street

City Any Town

State Maryland

Enter required information

### Step 3: Add Additional Children

- After clicking **"Save"** you can add more children to your MiCare account. Once you have entered all of your children, click **"I'm Finished Adding Patients"**

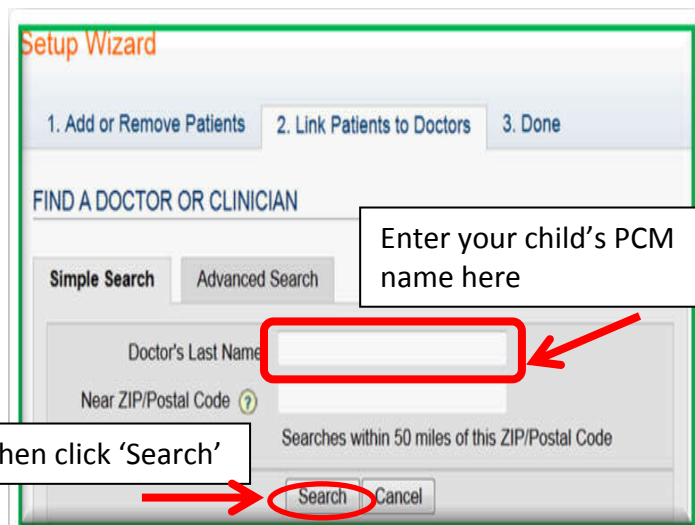
### Step 4: Link Pediatric Patient to their Medical Home and Primary Care Manager (PCM)

- Navigate to the **"Link Patient to Doctors"** tab, select the child you wish to affiliate with their respective Medical Home.
- After selecting the child you wish to link, click the **"Add a Doctor"** link for the child you are adding.
- Next, you will need to enter in your child's PCM name.



NOTE: You **DO NOT** need to select a PCM for yourself because your Medical Home sent you the registration invitation on behalf of your PCM.

- In the search box that appears enter the name you have been provided of your child's PCM and then click **"Search"**
- Find your child's provider name in the dropdown list and click the **"Select this doctor"** link



### Step 5: Link all additional children to Medical Home and PCM

- Repeat Step 4 for all additional children
- Once you have selected a doctor for all of your children, click the **"I'm Finished Adding doctors"**

### Step 6: Final Registration Steps

- You will then receive a notification in your e-Mail within 3 business days stating there is a Secure Message on your MiCare account.
- Log-in to your MiCare account to see the message stating your child has been affiliated with his or her PCM and Medical Home.
- You are now able to contact your Medical Home with messages related to pediatric issues.